ANNUAL REPORT

FISCAL YEAR

1987 1988

Alberta

CAREER DEVELOPMENT AND EMPLOYMENT

89-05096/

Alberta

May 1989

The Honourable David Carter
Speaker of the Legislative
Assembly of Alberta

Dear Mr. Speaker:

I have the honour of submitting the Annual Report of Alberta Career Development and Employment for the year ending March 31, 1988.

Respectfully submitted,

Connie Osterman

Connie Osterman
Minister
Career Development and Employment

Attach.

May 1989

The Honourable Connie Osterman
Minister
Career Development and Employment
404 Legislative Building
T5K 2B6

Madam:

I am pleased to present the Annual Report of Alberta Career Development and Employment, which provides details of the operations for the fiscal year April 1, 1987 to March 31, 1988.

Respectfully submitted,

Al N. Craig
Deputy Minister

Attach.

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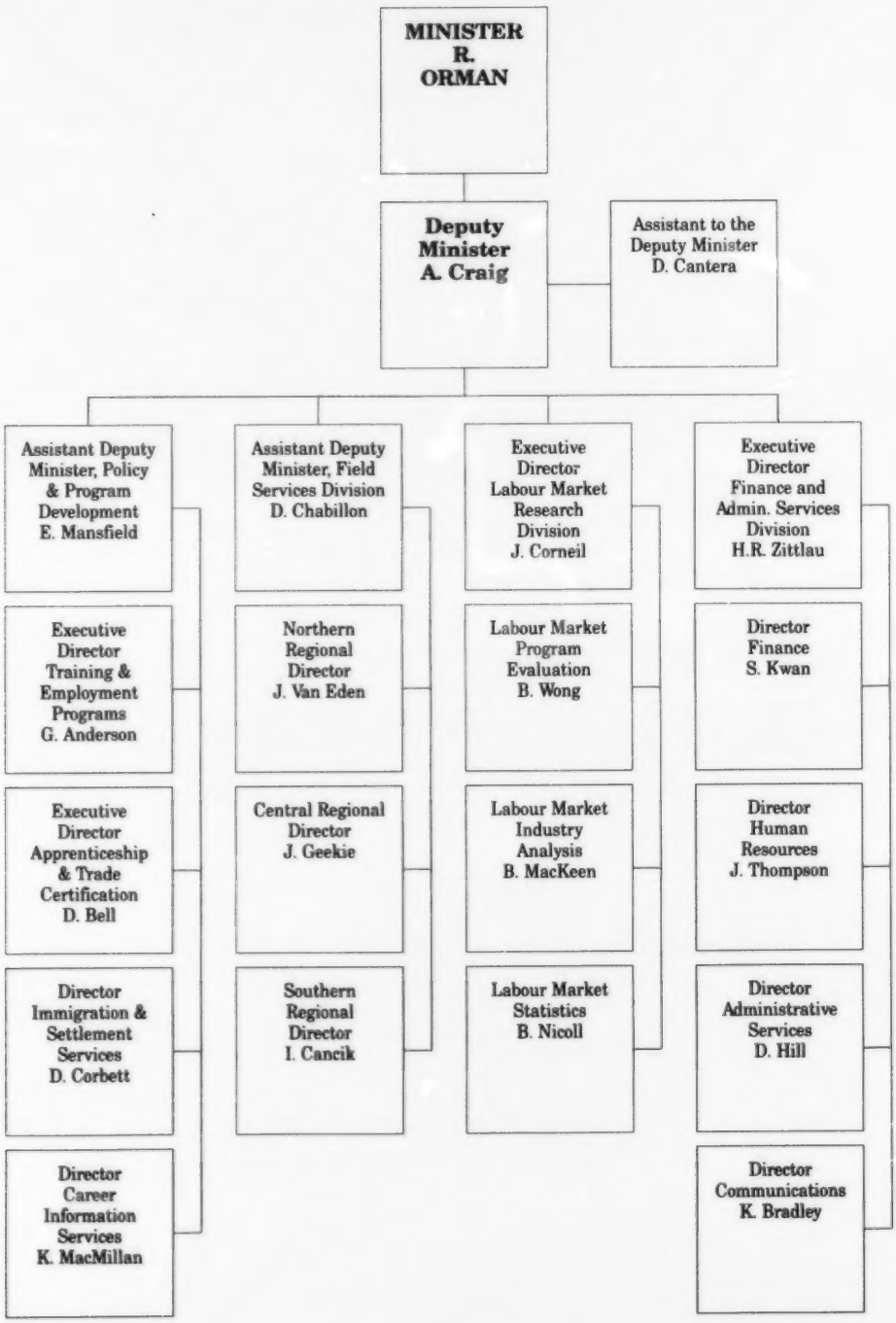
ORGANIZATIONAL CHART



- The success of the program "English in the workplace" has encouraged further plans for increased programming. This innovative and cost-effective type of training was popular with employers and employees.
- The Employment Alternatives Program has been enhanced by the provision of additional counselling services, pre-employment training and job retention support.
- The Competency-Based Apprenticeship Training (CBAT) is an innovative educational project utilizing Computer Managed Learning (CML). CBAT represents an example of a training system responding to the changing requirements of industry in Alberta.
- The federal and provincial governments agreed to continue to provide support to the Youth Employment Centre in Edmonton past March 31, 1989.
- The Pembina Educational Consortium is setting up a special learning centre in Whitecourt. With the support of Alberta Career Development and Employment, selected disadvantaged area residents will benefit from a computer-based learning system. Training will enhance the ability of local residents to take advantage of the employment opportunities resulting from expansion of the forestry industry.
- The Career Development Centre in Edmonton moved to a new location February 1987. This facility provides the Department's first fully consolidated metropolitan office.
- As part of its continuing efforts to decentralize authority, Field Services Division hired area managers for each of its 12 area offices.
- The new Opportunity Corps office in Slave Lake, which opened in June 1987, provides employment-related skills in a modern well-equipped facility.

REPORT OF THE DEPUTY MINISTER

Alberta Career Development and Employment serves as a critical link between the provincial government's economic and social policy areas by providing programs and services designed to achieve the highest possible levels of employment in the province. The extent to which Albertans are able to develop their skills and realize their potential in the work place will help to determine the future social and economic well-being of this province.

During the 1987-88 fiscal year, labour market conditions made gradual improvements. Unemployment dropped and the total number of participants in the labour force increased. As a facilitator, Alberta Career Development and Employment strives to encourage greater self-reliance and initiative among employers and individual Albertans. This mission has resulted in the development of a two-year Labour Market Strategy which was initiated in April 1987. Moving into the second year of this two-year program, there is continued emphasis on job creation and training.

Two programs singled out for emphasis in 1987-88 were the Employment Alternatives Program (EAP) and Tailor Made Training. More than $16 million was expended for EAP for the fiscal year ending March 31, 1988. Over 5,800 positions were funded during the first year of this program. Both federal and provincial departments supported the focus of this program, a program developed to encourage self-sufficiency for social assistance recipients and individuals who had exhausted their unemployment insurance benefits.

Tailor Made Training, the second program emphasized, was designed to assist with training costs for companies moving to Alberta. This program offers to cover up to 75 per cent of the training cost of new or expanding firms in non-traditional areas of the Alberta economy. It encourages economic diversification by helping employers to train the skilled workers needed to compete in today's international marketplace.

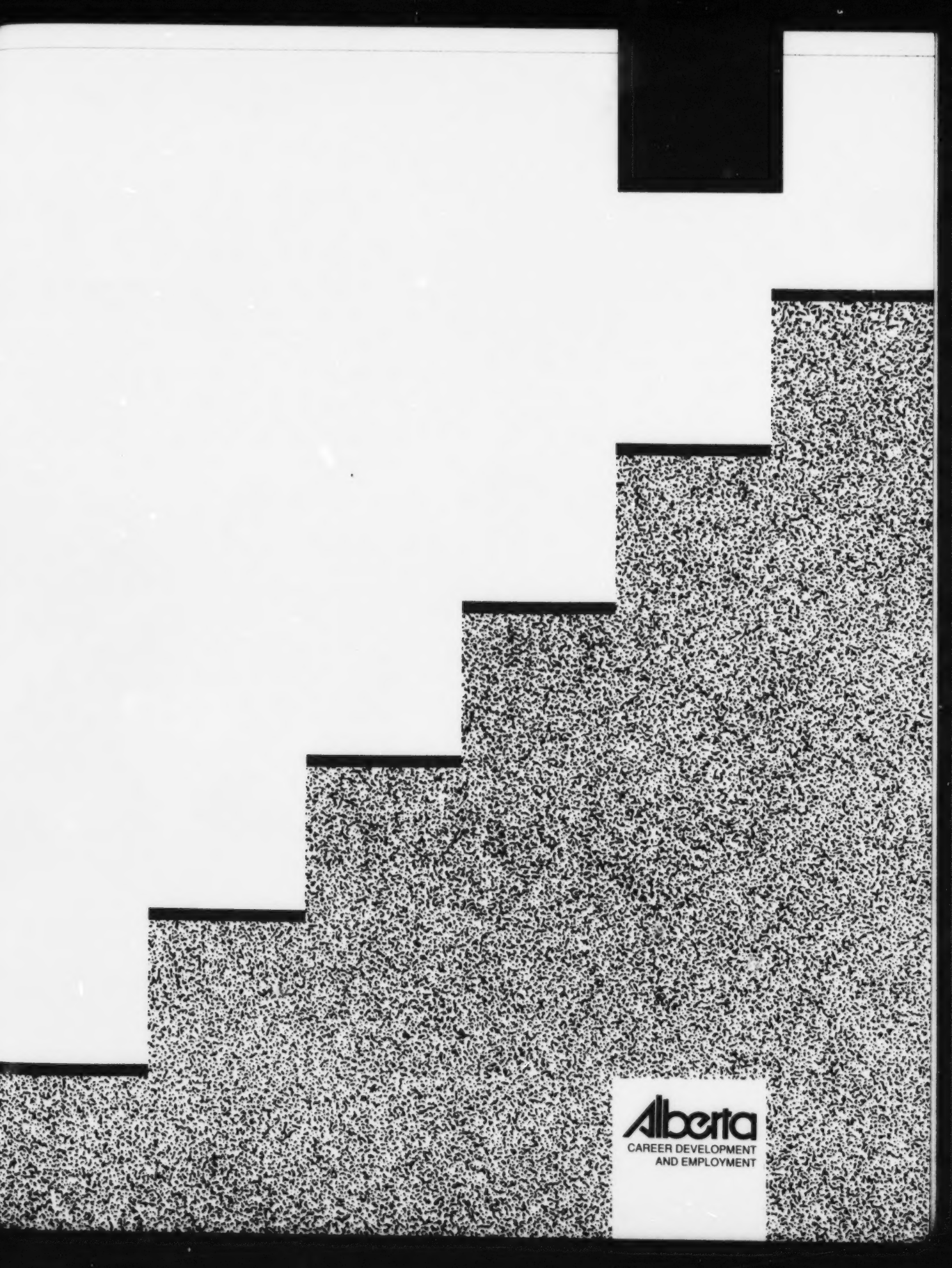
During the 1987-88 fiscal year, a public review of the apprenticeship system was undertaken. A report was prepared by the Apprenticeship and Industry Training Review Committee in April 1987. Following this report, public meetings were held to hear submissions. During this time, a joint study of the Alberta Apprenticeship Program was prepared by Alberta Career Development and Employment and the Edmonton Regional Office of the Canada Employment and Immigration Commission. A major finding of all of these reports was that Alberta trains more apprentices per capita than any other province in Canada.

General labour market conditions for 1987-88 continued to improve as over 600,000 Albertans benefited in some way from job creation, training and career counselling programs. While more than 70,000 new positions were generated, the emphasis was focused on the needs of the private sector, with special attention given to

social assistance recipients, unemployment exhaustees and youth.

Alberta Career Development and Employment provided 23 training and employment programs and services with a total expenditure of $174 million for 1987-88 fiscal year.

In the next fiscal year, the department will continue to respond to employment needs, while placing an additional emphasis on career development.


Alberta
CAREER DEVELOPMENT
AND EMPLOYMENT

POLICY AND PROGRAM DEVELOPMENT DIVISION

POLICY AND PROGRAM DEVELOPMENT DIVISION 1987-88

Assistant Deputy Minister
– Dr. Earl Mansfield

Co-ordinator Division Operations
– Don Westlake

Executive Director Training and Employment Programs
– Geoff Anderson

Director Industry-Based Training Branch
– Lyn Tait

Director Vocational Training Services Branch
– Syl Villett

Director Employment Program Development Branch
– Judy Carss

Director Career Information Services
– Karen MacMillan

Executive Director Apprenticeship and Trade Certification
– Don Bell

Director Registration and Certification Branch
– Wayne Nixon

Director Program Development and Standards Branch
– Bob Spencer

Director Program Planning Branch
– Don Ogaranko

MANDATE

The Policy and Program Development Division is responsible for undertaking the lead role in policy analysis and development, and program design and development, while assisting in the maintenance of program integrity through the assessment of program objectives.

ROLE

The Division seeks to ensure that the Department's policies and programs are designed to respond to Alberta's economic strategies and the needs of the provincial labour market. Each of the Division's functional sectors has particular responsibilities with respect to the activities necessary to fulfill this role. An explanation of these activities follows. (Details on each program are found in the Programs and Services section of this report.)

POLICY AND PROGRAM DEVELOPMENT DIVISION

DIVISIONAL ACTIVITIES

TRAINING AND EMPLOYMENT PROGRAMS

Training and Employment Programs is responsible for contributing to long-term economic growth in Alberta by facilitating a closer match between the supply of and demand for an appropriately skilled labour force. The programs accomplish this in several ways: by assisting employers, employees, and job seekers to access training and job opportunities; by influencing post-secondary institutions to offer labour market responsive training; and by assisting Albertans to improve the pattern and quality of career transitions between school, training work, and retirement. Training and Employment Programs is comprised of the following branches: Industry Based Training; Vocational Training Services; Employment Program Development; Special Needs and additionally, the Hire-A-Student Program.

INDUSTRY-BASED TRAINING BRANCH

During the 1987-88 fiscal year, the Industry-Based Training Branch (formerly Occupational Training Services) was responsible for policy and program development activities related to industry-based training activities. The branch co-ordinated interpretation of guidelines for the Alberta Training Program and the Youth Employment and Training Program. As well, the branch developed the newly created Tailor-Made Training Program.

The Tailor-Made Training Program was introduced in November, 1987. The program provides eligible firms with tailor-made assistance in meeting their human resource needs. To be considered eligible, firms must be relocating in Alberta or expanding in the province in areas related to diversification of the province's economy.

POLICY AND PROGRAM DEVELOPMENT DIVISION

VOCATIONAL TRAINING SERVICES BRANCH

Vocational Training Services, through the Alberta Vocational Training (AVT) program and the Vocational Rehabilitation of Disabled Persons (VRDP) program, finances vocational counselling and training of disadvantaged and disabled adults. In 1987-88 13,809 persons received AVT financial assistance for training at Alberta Vocational Centres, Community Vocational Centres, public colleges, technical institutes, private vocational schools and within industry. Under the Vocational Rehabilitation of Disabled Persons element, 866 students received financial assistance.

In 1986 in response to lower employment opportunities, the Vocational Training Program was expanded to provide skill enhancement or retraining to skilled persons previously employed in occupations now in low demand.

During 1987-88, 336 skilled people accessed the Enhanced Alberta Vocational Training program; undertaking training in academic upgrading or skill training for occupations currently in demand.

Alberta Career Development and Employment has undertaken a series of initiatives to assist potential entrepreneurs to start their own businesses. Through the Alberta Vocational Training Program, nearly $1 million was provided for entrepreneurial programs in training centres at NAIT, SAIT, Lethbridge Community College, Keyano College and AVC Grouard. The department also supports the New Venture Development Program at the University of Calgary. Using materials from the Federal Business Development Bank, short courses offered training throughout the province to small businessmen.

In co-operation with Municipal Affairs, Utility Officer training was provided for the operators of water treatment plants in eight Metis settlements.

Costs of the VRDP program were shared by the federal government under the Vocational Rehabilitation of Disabled Persons Agreement.

Through this program the department offers vocational assessment, career counselling and financial support to disabled Albertans. Specialized equipment such as opticons, television readers, talking calculators and typewriters, as well as special services such as tutors and interpreters, were made available for the blind and deaf. Funds were approved for five co-ordinator positions to provide services to the disabled attending post-secondary institutions. VRDP was involved with two programs for the hearing impaired and one for the visually impaired. All public post-secondary institutions in the province were available for use by disabled adults. VRDP also was involved with two experimental programs for Learning Disabled at the AVC in Edmonton and the University of Alberta.

In response to the needs of our department and of Social Services, the program operated a Vocational Assessment Centre.

In addition to the students aided through AVT, approximately 5,100 students were placed in programs funded by the federal government through the National Training Agreement on a cost recoverable basis (see National Institutional Training Program).

EMPLOYMENT PROGRAM DEVELOPMENT BRANCH

The Employment Program Development Branch is responsible for developing and implementing programs and services to meet the employment needs of unemployed Albertans.

The branch planned, developed, clarified policy, and assessed effectiveness of the following employment programs: Alberta Wage Subsidy Program; Alberta Business and Community Development Program; Priority Employment Program (PEP); Summer Temporary Employment Program (STEP) and the Alberta Employment Alternatives Program (EAP). The branch also planned, developed, and assessed the Employment Skills Program and the Special Placement Work Experience Program. The branch administered PEP and STEP Provincial Element and STEP Career Opportunities.

The Special Needs Section funded and supervised employment placement, employment counselling, and employment readiness services for six special needs groups, including the Native Outreach Association of Alberta, the Employment Readiness Program of Distinctive Employment Counselling of Alberta, Placement 45, Opportunity 45, Access 45 and the YMCA Employment Program.

Funds and resource support were provided to selected groups which carried out employment placement, support, promotion and development activities for Albertans experiencing employment-related difficulties.

POLICY AND PROGRAM DEVELOPMENT DIVISION

The special needs category included individuals over 45 years of age, young adults with learning disabilities, people who are sensory disadvantaged, and Native people.

CAREER INFORMATION SERVICES

Career Information Services Branch writes and produces a variety of print and audio visual materials on career related topics and develops resource kits and training materials for career practitioners.

In addition, the Career Resource Centre and Women's Career Resources provide consulting and resource services for career planning professionals. The branch also has an Alberta toll free Career Information Hotline which responded to 25,686 calls during this fiscal year.

Career Information Services produced the following new publications: *It's About Time; Physical Sciences Occupational Profiles; Life Biological Sciences Occupational Profiles; Mathematical, Statistical and Systems Analysis Occupational Profiles;* and three new issues of *Career Development News.* Over 420,000 publications were distributed in this fiscal year.

APPRENTICESHIP AND TRADE CERTIFICATION

Apprenticeship training in Alberta is an industry-based system which combines skills-oriented on-the-job training with technical training through publicly and privately funded post-secondary institutions.

The system is based around the employer-apprentice relationship supported by an advisory network composed of the Apprenticeship and Trade Certification Board, and Local and Provincial Apprenticeship Committees and is administered and funded through Alberta Career Development and Employment, Alberta Advanced Education, and Employment and Immigration Canada.

Industry's involvement in both the Apprenticeship and Trade Certification Board and the above-noted committees is critical as this permits employers and employees to direct important activities such as training curricula, trade regulations, etc. The federal government's role centres mainly on financially supporting the technical training through measures such as training allowance and Unemployment Insurance benefits to trainees attending the technical training. Advanced Education and the post-secondary institutes for their part provide the necessary facilities and instructional expertise.

Career Development and Employment provides the essential administrative and communication system necessary to ensure all participants meet their respective mandates and thus contribute to the total goal of providing skilled tradespeople for the economy. This

role is fulfilled by the Apprenticeship and Trade Certification sector of the department with the responsibilities and activities of each branch noted below. In this regard two new branches, Program Planning and Access Initiatives, were created in 1987 to enhance the capabilities of Apprenticeship and Trade Certification in meeting this mandate.

The scope and success of the Apprenticeship and Trade Certification system is emphasized in the total registrations which in 1987 stand at 18,703. Of these, 6,405 are new apprentices. While the economy of Alberta has experienced dramatic shifts during the past decade, total and new registrations in the designated trades are returning to long-term trends as reflected in 1985-87 figures.

The nature of the shared responsibility for apprenticeship training and certification in Alberta is reflected in the allocation of resources to its operation. While the budget for Apprenticeship and Trade Certification was $7,266,677, this is only part of the annual investment of approximately $280 million required to maintain this system within Alberta. The federal and provincial governments, together with the post-secondary institutions, collectively contribute approximately 26 per cent of that total amount, while employers contribute some 64 per cent and apprentices the remaining 10 per cent.

In 1987, Apprenticeship and Trade Certification was restructured to better serve industry and the people of Alberta. Four branches were created: Registration and Certification Branch; Program Development and Standards Branch; Program Planning Branch; and the Access Initiatives Branch. In addition, the delivery of apprenticeship services for industry and the public was integrated with other department services at the regional level. The activities of the above branches, together with those of the Apprenticeship and Trade Certification Board, are described below.

REGISTRATION AND CERTIFICATION BRANCH

Maintaining a skilled provincial labour force is the primary mandate of the Registration and Certification Branch. Implementing this mandate necessitates ongoing interaction with institutional, federal and other provincial representatives. The main areas of focus for the branch are: co-ordinating apprenticeship and journeyman schedules, maintaining examination security and trade certification standards, and maintaining the electronic data base used by the Apprenticeship and Trade Certification Program. The branch's responsibilities are divided among three units: Registration and Schools, Examination and Certification, and Data and Records Control.

The **Registration and Schools Unit** co-ordinates apprentice and journeymen training in consultation with colleges and technical training institutes. Based upon

annually estimated training requirements, this unit arranges classroom space requirements, trainee quotas and training dates to meet regional needs of Alberta industry. Working in co-ordination with other provincial and federal agencies, the unit also monitors classes through maintenance of a base of information and statistics on this activity.

In 1987, school attendance was 15,678 including 3,489 journeymen who completed technical training classes to update their trade skills. Additionally, 3,788 apprentices graduated from their programs and obtained journeyman certification.

The responsibilities of the **Examination and Certification Unit** include the maintenance of provincial examination security and certification standards. This unit is also responsible for marking apprenticeship and journeyman examinations, evaluating the examination results for journeymen and pre-employment candidates, and issuing trade certificates. It also provides examination inventories and administrative support to regional examination locations.

In 1987, a total of 28,850 examinations were administered and 6,149 journeymen certificates issued, 2,733 of which qualified for a Red Seal Interprovincial endorsement. In addition, 2,972 Updating Course Cards were issued to certified journeymen.

The **Data and Records Control Unit** co-ordinates the development and maintenance of a comprehensive electronic data processing system to maintain historic and current records for all Alberta journeymen and apprentices. This unit also provides administrative support functions such as word processing, bookkeeping, filing and data control. Additionally, this unit issues record books and updates individual training and certification records.

PROGRAM DEVELOPMENT AND STANDARDS BRANCH

Program Development and Standards Branch was restructured and renamed during the last year as a result of the division of the previous Program Planning and Development Branch with the new program planning function moving to the new Program Planning Branch. The mandate of Program Development and Standards now concentrates on program development including developing, revising, and maintaining course outlines, examinations, record books, and trade regulations for 52 designated trades. This mandate involves numerous meetings and contact with various apprenticeship committees, especially Provincial Apprenticeship Committees, to ensure industry is significantly involved in keeping curriculum relevant to, and current with, acceptable trade practices.

In addition, the branch reviews and approves accreditation for trade related programs offered by post-secondary institutions in

Alberta with the standards being set by the Provincial Apprenticeship Committee for each trade.

Further to the branch's mandate, three specific occupational surveys were completed and two are in progress in response to five requests made by industry to designate new trades. The branch also developed and revised 16 course outlines, 42 trade examinations, 11 trade regulations and 11 record books. These activities are directly related to the continual interaction with industry as reflected in the 11 Provincial Apprenticeship Committee meetings, 81 Provincial Apprenticeship Sub-Committees, and over 200 senior and joint instructor meetings organized during this year. The branch was also involved in a total of 580 liaison calls and other committee meetings in performing their duties.

The branch also participated in the Interprovincial Red Seal Program. This program permits mobility to qualified trades people in the designated Red Seal Trades throughout Canada. This is accomplished in co-ordination with the other provinces, territories, and the federal government. In 1987, interprovincial examinations in 25 trades were prepared and revised. The branch activities in this regard involved participating in the work of the Interprovincial Standards Examination Committee, developing three new interprovincial examinations and assisting in six others, and in preparing reports of nine National Trade Analyses and in updating 10 Occupational Monographs.

The branch has continued its important work in development of over 200 journeymen updating courses. These courses are designed to keep journeymen abreast of new technology in their trades

In response to its ongoing need to develop more effective means of delivering apprenticeship training, a new and alternative approach, Competency Based Apprenticeship Training (CBAT), was designed and developed.

The basic concept of CBAT is to allow each apprentice to work at the rate determined by his or her capabilities. In this regard there is a fixed entry and an open exit. This allows those individuals demonstrating competency in all modules to leave earlier while also allowing additional time for those who take longer to learn these necessary modules. CBAT will start as a pilot project in the first period of the Carpenter, Electrician, and Welder training in the fall of 1988. The institutions involved will be: Lethbridge Community College; SAIT; Red Deer College; and NAIT.

In 1987, the branch worked in conjunction with instructional staff from the above institutions to develop the modules, learning activity packages, and the examination item banks for the technical training for the first period of the pilot projects. The training program will be phased in to permit all who start CBAT in the first year to continue with this type of training to completion of their apprenticeship. As such, second year institutional material will be developed in 1988-89 and third year material in 1989-90 and so on.

POLICY AND PROGRAM DEVELOPMENT DIVISION

The pilot project will be completed in 1992 and will be evaluated at that time to determine future directions. It is anticipated that CBAT could be expanded to cover technical training in other trades upon a positive evaluation of the pilot projects.

PROGRAM PLANNING BRANCH

The Program Planning Branch became a separate unit in October, 1987 when the planning functions of the former Program Planning and Development Branch were made autonomous. The mandate of the Program Planning Branch includes investigating future training requirements; researching new occupations with potential for designation and/or training; determining the viability of alternate and innovative training programs and systems, and delivery methods; assessing the viability of the apprenticeship service delivery; developing related policy alternatives and relevant data bases.

Two major projects were undertaken during the year. In co-operation with the federal government, the branch conducted a full assessment of apprenticeship training in Alberta. Its structure, effectiveness, cost distribution, and accessibility to members of various designated groups in the Canadian labour force were studied. The results of this assessment was released in the *Canada-Alberta Study on Apprenticeship Training.*

The branch also provided administrative and research support to the Apprenticeship and Industry Training Review, conducted by an independent review committee.

ACCESS INITIATIVES BRANCH

The Programs for the Disadvantaged Branch was restructured and renamed the Access Initiatives Branch in the 1987-88 fiscal year. The initial focus of the branch had been on assisting apprentices with special needs, including the incarcerated, parolees, and the disabled.

The restructuring in 1987-88 expanded the mandate of the branch to also address barriers outside the apprenticeship system itself which prevent the full participation of women, the disabled, natives, visible minorities and immigrants in the trades. The priorities of the area include addressing the barriers which prevent the acquisition of employment, promoting awareness and providing orientation to the trades, and ensuring individuals with special needs within the apprenticeship system have the support they need to be successful.

In 1987-88, the Access Initiatives area provided examination assistance to 467 individuals with special needs.

THE APPRENTICESHIP AND TRADE CERTIFICATION BOARD

The Apprenticeship and Trade Certification Board, under the authority of the Manpower Development Act, provides a voice for industry (employers and employees) as well as the general public in apprenticeship and trade certification matters. The board comprises a chairman, a minimum of three employer representatives, and an equal number of employee representatives as well as the Executive Director of Apprenticeship and Trade Certification. Also included are two members representing the general public. Additionally, two alternate members, one representing employers and the other employees, are available in the absence of a regular member.

The Board's primary function is to advise the Minister of Career Development and Employment on all matters pertaining to apprenticeship training and certification. Its functions include reviewing petitions for designation of new trades and assessing recommendations from Provincial Apprenticeship Committees relative to various trade regulations and training programs. The board also hears and rules on appeals regarding decisions made by the Executive Director. Additionally, the board has the authority to appoint Local Apprenticeship Committee members.

In making policy decisions and carrying out its obligations, the board draws upon the expertise of 51 Provincial Apprenticeship Committees, one for each active, designated trade. Membership on the Provincial Apprenticeship Committees consist of all Local Apprenticeship Committee members of which there are approximately 841 representing all areas of Alberta. In addition, the board has the authority to call public meetings to broaden the level of input into matters relating to its responsibilities under the Act.

In 1987, the chairman and some members of the board also served on the Apprenticeship and Industry Training Review Committee while the remaining members of the board served on the Apprenticeship and Industry Training Review Advisory Panel. Both the Review Committee and Advisory Panel provided advice to the Minister on matters relating to apprenticeship and industry training.

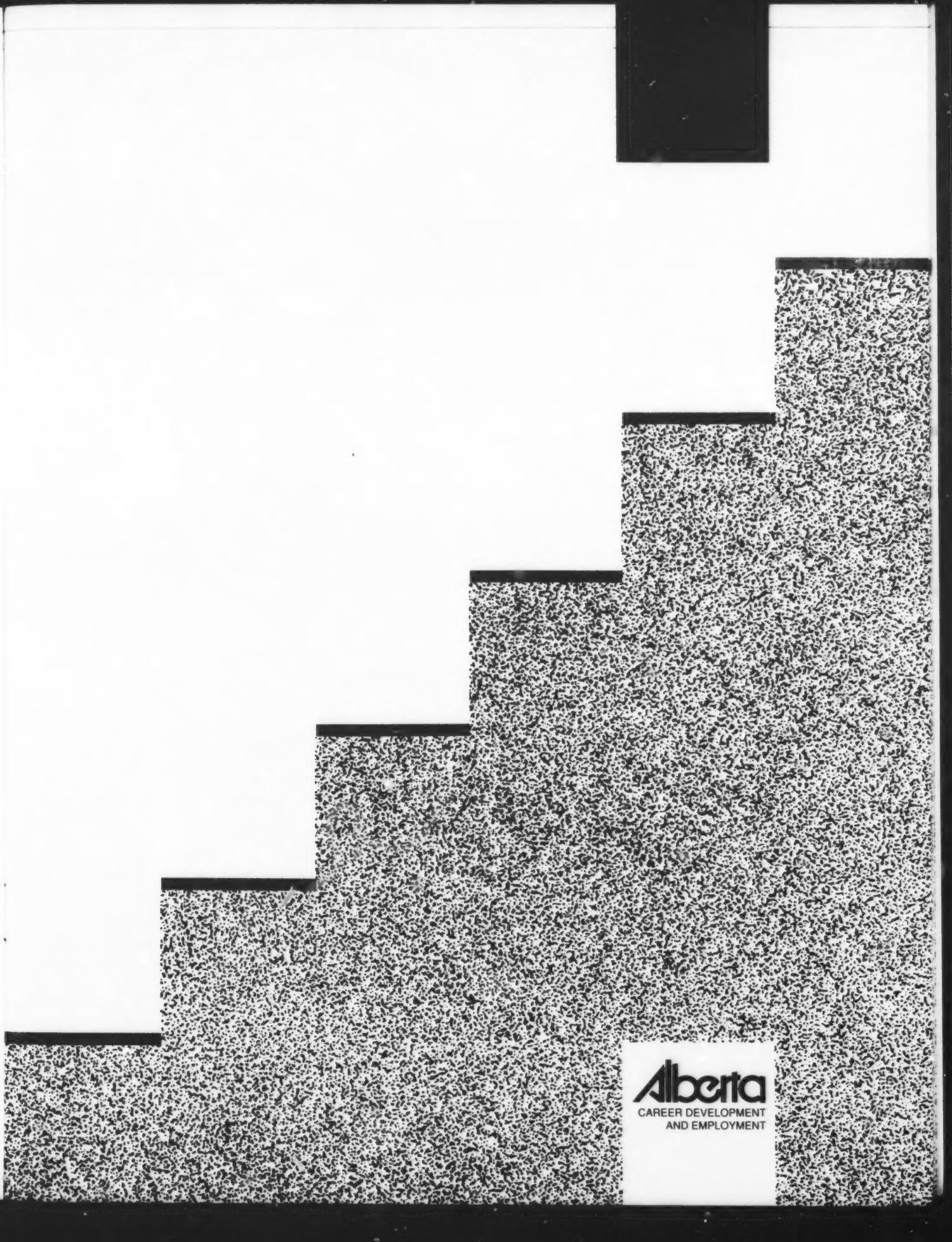
The purpose of this review was to examine and report on Alberta's industry and apprenticeship training systems, with a view to identifying modifications to meet the future training needs of Albertans. In this regard the committee received 243 written submissions from a broad cross section of the Alberta public and also heard 121 oral presentations during 12 days of public meets held in nine Alberta locations. The final report of the Apprenticeship and Industry Review Committee was presented to the Minister for his consideration.

POLICY AND PROGRAM DEVELOPMENT DIVISION

IMMIGRATION AND SETTLEMENT SERVICES

The Canada/Alberta Immigration Agreement delineates federal and provincial responsibilities for immigration and settlement. Alberta Career Development and Employment is responsible for provincial immigration matters. To ensure consistent policy interpretation and operational direction between both orders of government on immigration into Alberta, the department co-chairs, along with Canada Employment and Immigration, a Joint Committee on Policy, and an Implementation Committee to coordinate program delivery.

The Immigration and Settlement Branch is responsible for development of the appropriate program elements in immigration, settlement and English as a Second Language (ESL).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FIELD SERVICES

FIELD SERVICES DIVISION 1987-88

Assistant Deputy Minister
– Dave Chabilon

Co-ordinator, Program Services
– Debi Piecowye

Co-ordinator, Divisional Support
– Ed Gromek

Northern Regional Director
– John Van Eden

Central Regional Director
– Jim Geekie

Southern Regional Director
– Ivan Cancik

MANDATE

Field Services Division is the department's primary delivery arm and provides the major link for individuals, employers, agencies and others who access Career Development and Employment programs and services.

ROLE

Field Services Division co-ordinates and controls the province-wide delivery of regionalized training and employment programs and services. In co-operation with all divisions of the department, it reviews the effectiveness of programs and services, as well as the labour market and the economic environment. Field Services Division works with other divisions of the department to improve programs and services in a manner that effectively responds to needs identified at the direct-service level. It also seeks to influence other departments, governments and agencies to attempt, as far as possible, to meet the present and future needs of individuals and employers in Alberta.

DIVISIONAL ACTIVITIES

In 1985, as part of the re-organization of Alberta Career Development and Employment, the Field Services Division assumed the responsibility for the delivery of the department's programs and services. The transfer of these programs and services from other divisions of the department to Field Services is an ongoing process. Programs and services are considered to be "regionalized" once the transfer to Field Services Division is completed. The responsibility for delivery of these programs and services will ultimately be decentralized to department offices across the province.

During 1987-88, the following programs were regionalized by the Field Services Division: the Community Elements of the Priority Employment Program (PEP) and the Summer Temporary Employment Program (STEP), the Alberta Wage Subsidy Program, and the Hire-a-Student Program (HAS).

CONSOLIDATION OF DEPARTMENTAL FIELD OFFICES

Field Services Division began the process of consolidating its departmental offices in each geographical area during 1987-88. The primary reason for doing this was to ensure as far as possible that the public was aware of and easily able to access all available departmental programs and services. Consolidation of offices into Career Development Centres, where all departmental programs and services are available under one roof, occurred in Slave Lake and Edmonton during 1987-88.

OUTREACH INITIATIVES

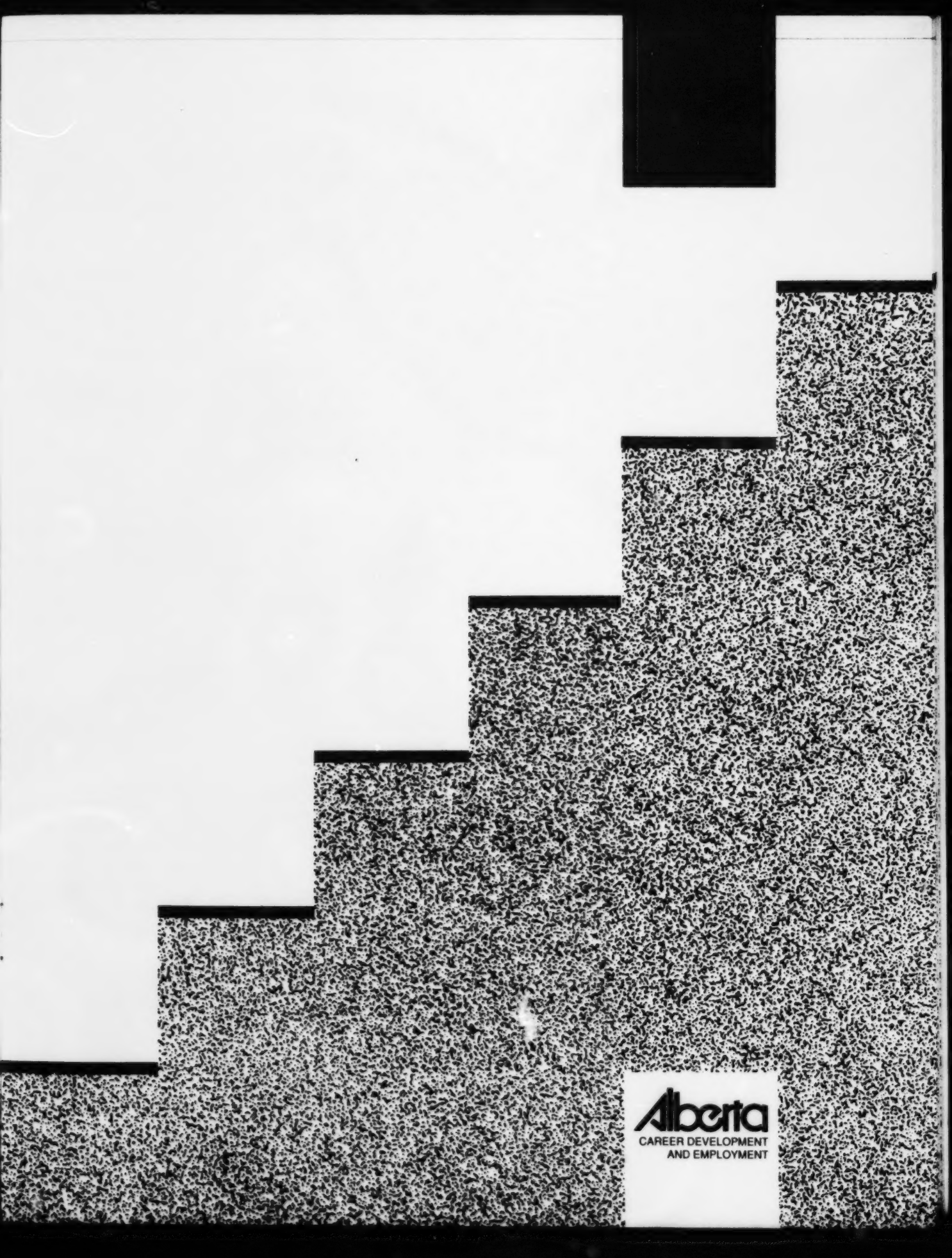
Service to the public who visit departmental field offices across the province is a major priority of staff in each community where the department is represented. Other responsibilities of the Field Services Division include: visits with employers and community organizations, marketing of programs and services, investigation of local labour market needs, and promotion of the career development concept. In addition, field services staff meet regularly with their local counterparts from other Alberta and federal government departments to ensure that present and future labour market requirements of individuals and employers in Alberta are met.

Field Services Division's offices are located in the following centres:

Peace River
(North Region Headquarters)
Calling Lake
Fort Chipewyan
Fort McMurray
Grande Prairie
Fort Vermilion
High Level
High Prairie
Janvier
Peace River
Slave Lake
Trout Lake
Wabasca

Edmonton
(Central Region Headquarters)
Camrose
Wetaskiwin
Hinton
Whitecourt
Bonnyville
Ardmore
Lac La Biche
Vermilion
Lloydminster

Calgary
(South Region Headquarters)
Lethbridge
Medicine Hat
Pincher Creek
Red Deer
Rocky Mountain House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CAREER DEVELOPMENT
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LABOUR MARKET RESEARCH DIVISION

LABOUR MARKET RESEARCH DIVISION 1987-88

Executive Director: Jim Corneil
Labour Market Research

Director: Bev MacKeen
Labour Market Industry Analysis

Director: Bill Wong
Labour Market Program Evaluation

Director: Bob Nicoll
Labour Market Statistics

MANDATE

The Labour Market Research Division is responsible for undertaking labour market research, developing and analyzing labour market and related data, providing evaluation services, and offering advice that assists the department in the development and delivery of its programs and services throughout the province.

ROLE

During the fiscal year, the division conducted research and analysis to identify Alberta's past and most probable future labour market conditions, and to determine their implications for the provision of career development and employment programs and services for adult Albertans. The information was generated and maintained in a number of ways including in-house research, contracts with external consultants, and a co-operative information exchange with other departments and agencies in Alberta and the rest of Canada.

LABOUR MARKET RESEARCH DIVISION

DIVISIONAL ACTIVITIES

LABOUR MARKET INDUSTRY ANALYSIS BRANCH

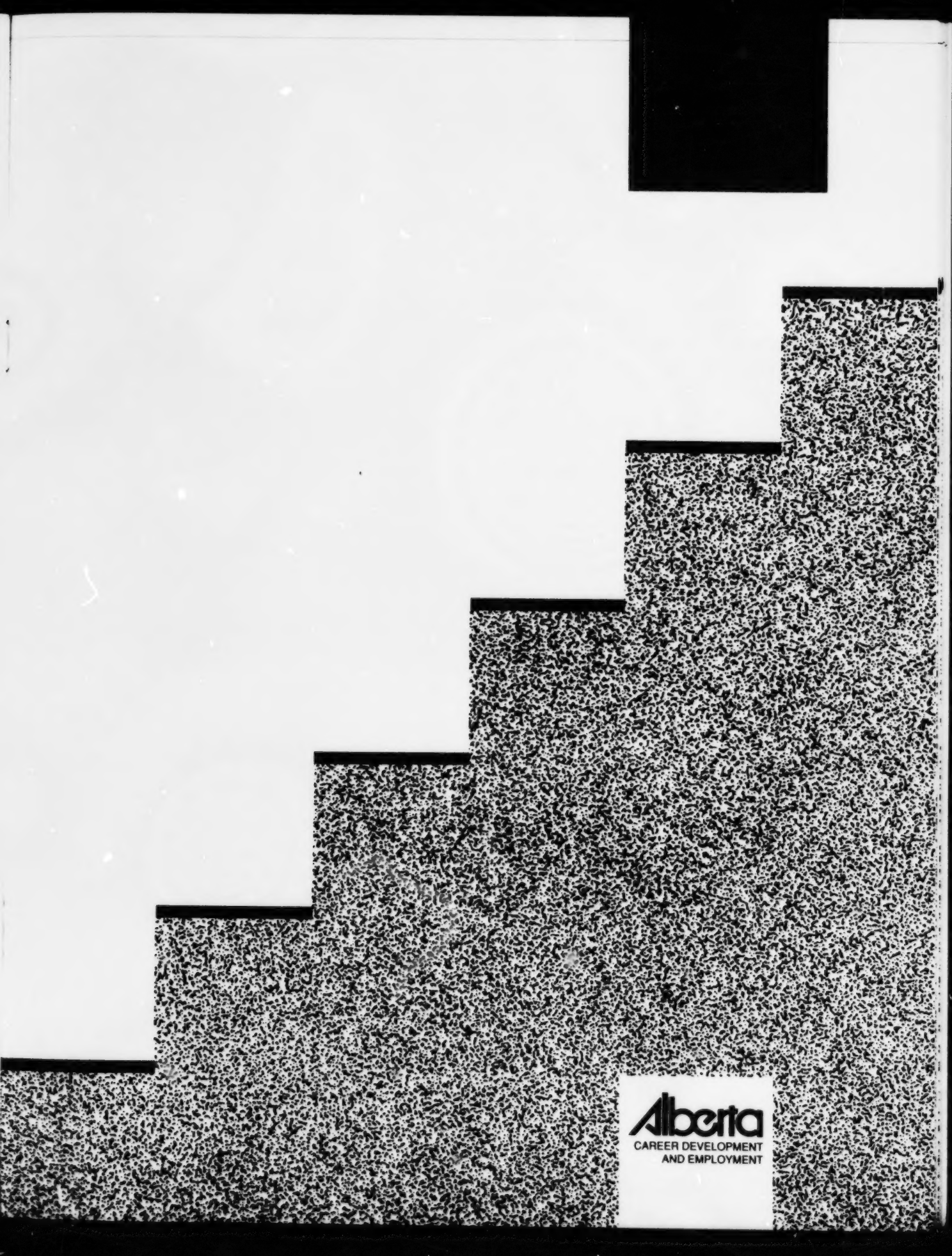
The Labour Market Industry Analysis Branch compiled and analyzed information on changes in labour market conditions in the province's various industries in order to assist in the development of appropriate training and employment programs. The branch's activities included a major study which examined the work force requirements and training needs of several large forestry projects as well as a major study which identified the skilled and highly qualified work force requirements of the advanced technology sector. The branch is responsible for obtaining labour market research from other jurisdictions and for assisting in the development of the department's strategic plan. In addition, it is responsible for the compilation and analysis of data on education and training programs in Alberta.

LABOUR MARKET PROGRAM EVALUATION

The Labour Market Program Evaluation Branch's activities were directed at demography and immigration, and program evaluation. Information pertaining to population change, interprovincial migration and immigration was compiled and analyzed. The branch also developed population projections and analyzed Alberta's demographic trends. In terms of program evaluation, activities included evaluating several of the department's job creation and training programs, the development of program information systems, and the assessment of program impacts and rationale.

LABOUR MARKET STATISTICS BRANCH

The Labour Market Statistics Branch collected, developed and analyzed data on labour trends and conditions in Alberta. This included monitoring current economic indicators, employment trends and unemployment statistics for the province and its regions, as well as industries and occupations. Other activities included developing an information base on the construction industry, forecasting employment and occupational trends, and enhancing available regional statistics. The branch also examined the impact federal and provincial policy changes have had on the Alberta labour market. In addition, this branch closely monitored labour market research being done by other agencies and in other jurisdictions. Providing information, advice and counsel to the Minister and executive staff was also the responsibility of this branch.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FINANCE AND ADMINISTRATIVE SERVICES DIVISION

FINANCE AND ADMINISTRATIVE SERVICES DIVISION 1987-88 STAFF

Executive Director Finance and Administrative Services Division
Ried Zittlau

Director – Finance
Schubert Kwan

Director – Human Resources
Jeff Thompson

Director – Administrative Services
Dennis Hill

Director – Communications
Ken Bradley

MANDATE

The Finance and Administrative Services Division co-ordinates and controls the development and operation of departmental support services.

ROLE

The Division is organized into four branches: Finance, Human Resources, Administrative Services and Communications.

The Finance Branch is responsible for the budgeting, disbursement, monitoring, and control of departmental funds and for the development and implementation of such policies, procedures and financial systems as are required to ensure efficient and effective financial management of the department.

The Human Resources Branch is responsible for the planning, development, implementation and administration of the Department's human resource programs and for interpreting and advising on personnel policy.

The Administrative Services Branch is responsible for the provision of administrative services that include systems development, legislative and library services, records management, and facilities management.

The Communications Branch is staffed by communications staff seconded from the Public Affairs Bureau. The branch is responsible for ensuring the general public and news media are well informed of the programs and services offered by the department.

FINANCE AND ADMINISTRATIVE SERVICES DIVISION

DIVISIONAL ACTIVITIES

FINANCE BRANCH

The Finance Branch directs and monitors financial transactions and provides financial leadership and control for the department. The Branch is responsible for the development of an effective budget planning and review process. The activities of the Branch fall into four main areas: financial planning, accounts processing, audit and program support.

FINANCIAL PLANNING

This unit prepares annual estimates of expenditures for all programs and services within the jurisdiction of the department. The unit also monitors expenditures in relation to authorized budgetary levels and provides financial guidance to the department. During 1987-88, the unit enhanced and maintained a number of control reporting systems designed to assist departmental managers with financial decision-making and in monitoring and forecasting their expenditures in relation to budgetary authority. These included a Cash Flow system, a Manpower Cost Control system and a Fixed Asset Control System.

ACCOUNTS PROCESSING

This unit processes all revenue and expenditure transactions for the department other than employer's claims relating to labour market support programs. Approximately 16,500 invoices and expense accounts were processed through the new DFS/CFS system using remote data entry. The unit also administers accounts receivable through monitoring, control, and collection of amounts refundable to the department.

AUDIT

This unit provides an independent and objective review of the various labour market programs administered by the department. During 1987-88, the unit conducted over 800 audits of randomly selected employers, checking for compliance with program guidelines, terms and conditions. The audit unit also reviews the financial and internal control systems of the department and participates in the ongoing review of program guidelines, influencing modifications where appropriate.

PROGRAM SUPPORT

The unit is responsible for data entry of contracts and claims relating to labour market programs; verification, processing and filing of claims; and provision of clerical support services. During 1987-88, the unit processed about 41,000 contracts and 185,000 claims. This unit was transferred to the Field Services Division on January 11, 1988.

ADMINISTRATIVE SERVICES BRANCH

The Administrative Services Branch reviews and develops provincial legislation and legal agreements for the department. The branch is also responsible for library services, records management, facilities management, equipment and supply services, departmental mail and messenger services. It manages the department's information processing system which includes data processing, word processing and telecommunications.

LEGISLATIVE AND LIBRARY SERVICES

Legislative and Library Services provides legislative, legal and library services to support the policy and program development activities of the department and the delivery of the department's programs and services to the public.

During the year, 185 individual agreements were developed and several "master" agreements were drafted for general use within the department.

A major policy respecting the delegation of statutory authority was prepared and approved by the Minister. Work commenced on the Inter-Provincial Lotteries Amendment Act and participation in the public review of Apprenticeship and Industry Training continued.

The recataloguing of the library collection was completed and 50 per cent of the data was entered into the automated catalogue. Full implementation of the automated catalogue is scheduled for 1989.

RECORDS SERVICES

The Records Services Unit completed several major projects in 1987-88. A new filing system was developed and installed for the Minister's office. Planning and implementation of paper work systems for the Edmonton Career Development Centre were achieved, as were numerous regional file system conversion projects.

Records scheduling, disposal activities and forms simplification continued to produce savings for the department. The unit assisted with training in the Records Management Branch of Public Works Supply and Services and participated in the Public Records Officers' Advisory Council.

FACILITIES MANAGEMENT

Facilities management completed 16 accommodations projects that included new space, renovations, tenant improvements and closures. An inventory of fixed assets and furniture was completed in six of the North Region locations and, due to relocations, three offices were re-inventoried in Edmonton. A new telephone system was installed in the Calgary Career Centre. The unit processed 30 insurance claims. One hundred and eleven owned or CVS-leased vehicles were managed and 75 photocopiers were leased across Alberta. Fixed asset acquisitions totalled $312,529.

SYSTEMS DEVELOPMENT

The Systems Development Unit conducted a major study in 1987-88 to determine the long range information processing and telecommunications requirements of the department and to propose alternatives. Approval was received to proceed with a $1,250,000 acquisition of computer and telecommunications equipment during the current and the 1988-89 fiscal years. This acquisition will allow the department to integrate existing systems on the new computer as well as provide the capacity to accommodate planned systems over the next five years. Enhanced information access requirements will be addressed by the communications network that will give regional and field offices on-line access to all Departmental programs.

HUMAN RESOURCES BRANCH

Major activities in 1987-88 included the implementation and administration of the Employee Flexibility program and the organizational planning, classification and recruitment required to meet the February, 1988 opening of the department's first fully integrated Career Development Centre in Edmonton. During the period there were considerable increases in the ongoing activities in the areas of classification and recruitment which resulted in 2,088 applications being reviewed, 432 interviews being conducted, and 54 placements; as well there were 97 classification transactions reviewed and finalized.

In response to divisional needs, comprehensive divisional staff training plans were developed, resulting in the planning, development and delivery of a variety of courses, workshops and seminars.

HUMAN RESOURCE PLANNING

In the 1987-88 fiscal year, further work continued on the development of Human Resource Planning (HRP) components. The biographical inventory information system was compiled from hardcopy personnel files; the career planning component and the orientation and implementation of the HRP process has commenced for department employees.

OCCUPATIONAL HEALTH AND SAFETY

The human resources branch is also responsible for instructing employees on safety standards and inspecting worksites and department offices for compliance with Occupational Health and Safety practices.

During 1987-88, safety inspection tours were conducted at a number of Opportunity Corps worksites to ensure compliance with all safety regulations. Secondary activities included fire drills and safety activities for staff in the department's main office buildings.

COMMUNICATIONS BRANCH

The Communications Branch is staffed by communications staff seconded from the Public Affairs Bureau.

The branch is responsible for providing a wide array of communications services to ensure that the general public and the news media are well-informed about the programs and services offered by the department. The key services provided by the Communications Branch include: writing and editorial assistance; co-ordination of printing, graphic design, audio-visual production and advertising services; media relations; and public relations consulting services.

During the year under review, there was considerable public and media interest in the department. This was, in large measure, the result of an extensive public speaking program undertaken by the Minister. In support of this program, the Communications Branch prepared speaking notes for the Minister. In addition, the branch prepared and issued 62 news releases and organized 13 news conferences. As in years past, the branch responded to a large volume of media enquiries.

During the fiscal year, the branch began work on a new corporate identity program and a public information program in support of the new Employment Alternatives Program.

Alberta
CAREER DEVELOPMENT
AND EMPLOYMENT

ALBERTA TRAINING PROGRAM (ATP)

During the 1987-88 fiscal year, the Alberta Training Program provided financial support to employers for the training and retraining of employees in medium and high skill occupations.

During the 1987-88 fiscal year, 11,811 trainees were funded with expenditures totalling $11,831,846.

ALBERTA YOUTH EMPLOYMENT AND TRAINING PROGRAM (AYETP)

The Alberta Youth Employment and Training Program is designed to assist young Albertans establish careers by providing career guidance, work experience and training. The program consists of two elements: the Post-Secondary Internship and Training element for recent post-secondary graduates that are employed, and the Youth Work Experience and Training elements for unemployed youth between the ages of 16 and 24.

In the 1987-88 fiscal year, 5,677 Alberta youths received varying degrees of work experience and training with expenditures totalling $25,921,405.

Under the Youth Work Experience and Training element, half-day-long career guidance workshops were offered through the Alberta Career Centres and/or Youth Services Centres in Calgary and Edmonton. All youth employed through this program element were invited to attend and employers were required to allow Youth Work Experience and Training employees paid time off to attend.

PRIVATE VOCATIONAL SCHOOLS PROGRAM (PVS)

This program began April 1, 1987 and has been extended to March 31, 1989 as demand for training in automated office procedures and computer drafting remains strong.

The program complements regular Alberta Vocational Training by providing assistance to unemployed persons who are obtaining training or retraining through licensed private vocational schools operating in Alberta. During the 1987-88 fiscal year, 744 individuals received a collective $1,965,185 in assistance.

NATIONAL INSTITUTIONAL TRAINING PROGRAM (NITP)

This is a federal-provincial program, pursuant to the National Training Act, under which the province provides educational services while the Canadian government contracts to purchase a certain number of training places in post-secondary institutions. The federal government reimburses the province for a portion of its costs and supplies financial assistance directly to federally sponsored students in the form of training allowances or unemployment insurance funds.

Under the apprenticeship part of this program, the federal government purchases institutional training on behalf of apprentices scheduled by the Apprenticeship and Trade Certification Branch of Alberta Career Development and Employment. It also provides financial assistance to apprentices while they are undergoing the institutional portion of their program.

ALBERTA VOCATIONAL TRAINING PROGRAMS (AVT)

The Alberta Vocational Training (AVT) program funds short-term, vocational training at various institutions throughout Alberta. Through AVT the department can expand institutional programs to meet the emerging needs of both individuals and industry. The department is also able to more easily deliver programs in smaller communities, provide English as a second language (ESL) training to immigrants, and to provide "ad hoc" programs which meet needs identified by Canada Employment and Immigration. In 1987-88, AVT funded 446 programs throughout the province, providing vocational training to 28,617 individuals.

1987-88 ALBERTA WAGE SUBSIDY PROGRAM (AWSP)

First implemented in April 1984, the Alberta Wage Subsidy Program provides subsidies to private sector businesses and farmers.

The purpose of the program was to provide unemployed Albertans with employment opportunities within the private sector. During the 1987-88 fiscal year expenditures totalled $26,527,468 resulting in 11,496 positions being supported.

1987-88 ALBERTA BUSINESS AND COMMUNITY DEVELOPMENT PROGRAM (ABCD)

The 1987-88 Alberta Business and Community Development Program started April 1, 1987. The program provided funding to: private sector employers, non-profit organizations, community associations, municipalities, Indian Bands, Metis Settlements and provincial government departments.

Eligible project activity had to demonstrate a community benefit. Activities generally supported: environment, community, or regional development, and economic diversification or improvement in productivity. Priority was given to activities contributing to creation of permanent employment or to activities that led to an increase in the number of job opportunities available after the project is completed.

During the 1987-88 fiscal year expenditures totalled $5,422,138 resulting in 1,203 positions being supported.

1987-88 PRIORITY EMPLOYMENT PROGRAM (PEP)

The objective of the 1987-88 Priority Employment Program was to provide employment opportunities for unemployed Albertans during the winter months. The program had two elements: the Provincial Government Department element and the Community Employment elements.

Non-profit organizations, municipalities, remote and isolated communities, and Indian Bands and Metis Settlements were all eligible to participate in the Community Employment element.

During the 1987-88 fiscal year, expenditures totalled $17,517,395 resulting in 4,380 positions being supported.

1987 SUMMER TEMPORARY EMPLOYMENT PROGRAM (STEP)

The objective of the Summer Temporary Employment Program, which began in 1972, is to create temporary employment opportunities for students and unemployed Albertans during the months of May, June, July and August.

The program has four elements: the Provincial Government Department element, the Career Opportunity element, the Community Employment element and the Summer Farm element.

Provincial government departments, municipalities, non-profit organizations, Indian bands and Metis settlements, publicly funded organizations, and farmers are eligible for STEP funding.

During the 1987-88 fiscal year, expenditures totalled $22,542,830 resulting in an estimated 11,092 positions.

1987-88 EMPLOYMENT ALTERNATIVES PROGRAM (EAP)

The 1987-88 Employment Alternatives Program started June 1, 1987. The program provided private sector employers with wage and training subsidies.

The purpose of the program is to help social assistance recipients and individuals who have exhausted their unemployment insurance benefits within the past year reenter the work force. The program is designed to assist individuals overcome special barriers to employment typically experienced by those who lack recent work experience.

During the 1987-88 fiscal year expenditures totalled $16,195,491 resulting in 5,839 positions being supported.

1987-88 EMPLOYMENT SKILLS PROGRAM (ESP)

The objective of the Employment Skills Program is to provide social assistance recipients with work experience in provincial government departments. The program was administered by Alberta Social Services and funded by Alberta Career Development and Employment.

During the 1987-88 fiscal year, expenditures totalled $3,466,715 resulting in 634 positions being supported.

1987-88 SPECIAL PLACEMENT WORK EXPERIENCE PROGRAM (SPWEP)

The objective of this year-round program is to assist disabled and disadvantaged Albertans to obtain and maintain meaningful employment in the Alberta Public Service. Work experience opportunities of up to six months duration are provided in provincial government departments.

During the 1987-88 fiscal year, expenditures totalled $282,823 resulting in 41 positions being supported.

1987-88 ALBERTA INTERNATIONAL MARKETING EMPLOYMENT PROGRAM (IMEP)

The Alberta International Marketing Employment Program was established in November 1984, to foster the development of export marketing operations in Alberta. The program provides post-secondary graduates with the opportunity to gain first-hand experience in international marketing.

During the 1987-88 fiscal year, expenditures totalled $661,640 resulting in 30 positions being supported.

1987 QUEBEC/ ALBERTA STUDENT EMPLOYMENT EXCHANGE (Q/A)

This program strives to offer work experience related to each participant's field of study. It also provides the opportunity to enhance second language skills and to learn about the culture of the other province.

During the 1987-88 fiscal year, expenditures totalled $170,807 resulting in 40 positions being supported.

HIRE-A-STUDENT PROGRAM (HAS)

The Alberta Hire-A-Student program is unique in Canada because it is jointly sponsored by the federal and provincial government, business, community and students' groups concerned with the placement of students in summer jobs.

While the major sponsors (Alberta Career Development and Employment, the Alberta Chamber of Commerce and the Canada Employment and Immigration Commission) provide funding support and resource personnel, each Hire-A-Student centre is autonomously operated by a local committee of volunteers.

The objective of the program is to help students find jobs and to provide a service to employers. This is achieved by establishing summer employment placement offices and by providing students with job search information.

In the 1987-88 program approximately 46,400 students participated in presentations provided through the Job Search Information Service, and many other students received job search assistance through the 79 placement offices located throughout Alberta. There were 31,783 students assisted through job placements. Provincial government expenditures, both for the placement and job search services, totalled $491,898.

HIRE-A-STUDENT ADVISORY COUNCIL

The council advised on issues affecting both the job search information service and the placement service components of the Alberta Hire-A-Student Program. It facilitated the participation by the co-sponsors of the program, including the Alberta Chamber of Commerce, local chambers and community groups, the Government of Alberta and the Government of Canada.

The council provided a channel for the communication of student employment needs and also helped communities create and sustain the program. As well, it regularly assessed the program and recommended changes.

IMMIGRATION PROGRAM

The immigration program provides information and counselling regarding the requirements and procedures related to economic and social immigration into Alberta. It provides this assistance to: Alberta residents, Alberta businesses and employers and prospective immigrants.

Elements of immigration administered by the provincial immigration program include: the investor, entrepreneur and self-employed categories of the Business Immigration Program; employer counselling and information related to labour force recruiting; information and assistance related to border crossing requirements; international exchange programs and foreign worker movements; the Alberta Immigration Review Panel; and the Immigration Advisory Service for Alberta residents.

SETTLEMENT PROGRAM

The Settlement Program assists voluntary organizations and mainstream human service agencies to deliver services to newcomers. The program does this through the provision of grants, consultation, program development assistance, the development and distribution of resources and materials, and the co-ordination of settlement activities.

During the 1987-88 fiscal year, the Alberta settlement program provided grants to several volunteer organizations through a federal/provincial grant program for the delivery of settlement services.

The Integrated Service Program (ISP), with the co-operation of Secretary of State, is a partnership among the federal and provincial governments and the volunteer sector. The federal government, through the Canada Employment and Immigration Commission, and Alberta Settlement jointly review applications for funding and jointly monitor the delivery of services. This has resulted in less paperwork and administration for voluntary immigrant-aid organizations and greater co-ordination of settlement services on the part of both governments. Operating grants were provided to 11 immigrant-aid organizations in Calgary, Edmonton, Red Deer, Lethbridge, Medicine Hat and Camrose.

The direct services provided by these organizations include reception, interpretation/translation, orientation, counselling, and referral. In addition to the clients

serviced by paid staff, volunteers in funded immigration aid organizations contributed more than 67,000 hours of service in 1987-88.

Settlement Programs staff continued to develop, update and distribute printed materials to newcomers and those who work with them. The 11-book series of Newcomers' Guides was supplemented by a new orientation book entitled "Settling in Alberta." Orientation books for newcomers to Alberta are now available in English and 10 other languages.

ENGLISH AS A SECOND LANGUAGE (ESL)

Alberta Career Development and Employment, in keeping with its immigration, settlement and training responsibilities, assumes the lead role in policy, planning and co-ordination of adult ESL in Alberta.

The ESL Secretariat was formed in April, 1986 to assist in the planning and co-ordination of ESL delivery. The ESL Secretariat chairs regular meetings of the Adult English as a Second Language Co-ordination Committee. The committee consists of senior level representatives from five provincial stakeholder departments: Career Development and Employment, Advanced Education, Education, Multiculturalism and Culture, and Social Services. These meetings inform the departments of policy and planning, developments and interdepartmental and intergovernmental activities. The committee also helps co-ordinate Alberta's response to ESL related issues.

In 1987, the Secretariat, working with Alberta Vocational Centres in Calgary and Edmonton led the development of a Bridge ESL program which helped intermediate level graduates of ESL programs acquire the academic skills to enter provincially sponsored Adult Basic Education programs.

The ESL Secretariat also administers operating grants to ESL assessment and referral centres in Calgary and Edmonton. These two centres, housed in non-governmental immigrant settlement agencies, assist newcomers in assessing

their individual needs and selecting appropriate language courses. This comprehensive service (which can be delivered in the client's native language when needed) involves language testing, initial vocational counselling and assistance in completing applications for student support. These centres also provide regular and comprehensive reports to the ESL Secretariat. These reports include demographic, linguistic and educational data on individuals seeking language training. In this way the ESL Secretariat can monitor local ESL training needs and trends. Several "English in the Workplace" projects and "English for Special Purposes" programs have been offered as a result of this process.

ALBERTA CAREER CENTRES

The Alberta Career Centres provide a number of programs and services to assist Albertans in all areas of career planning and development. Their chief activities include counselling, referral consultation, providing career information, testing and carrying out assessments.

Fifteen Alberta Career Centres operate in the province, with offices in Calgary, Edmonton, Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Pincher Creek, Red Deer, St. Paul, Lloydminster, High Level, Camrose and Bonnyville. In addition, satellite offices are located in 14 communities: Cold Lake, Wetaskiwin, Drayton Valley, Whitecourt, Westlock, Barrhead, Lac La Biche, Olds, Drumheller, Blairmore, Brooks, Fort MacLeod, Cardston and Claresholm. Career Centres' services are offered to these communities and their surrounding areas.

Career counsellors in each centre offer programs and services designed to assist adult Albertans in planning their careers. Activities include individual and group counselling, interest testing and referrals for education, training and student support services. A major emphasis is placed on career development services for unemployed Albertans. These services are offered through regular Job Clubs and Job Search Workshops.

A variety of career counselling services for youth were provided during the year in conjunction with the department's Alberta Youth Employment and Training

Program. Counsellors provided information to individuals about the program, and certified those persons hired under the Youth Employment element. The Career Centres continued to emphasize group programs such as Career Planning, Advanced Career Planning, Occupational Choice Seminars, Job Search Strategies, Career Transitions, Career Decision-Making and Job Dissatisfaction.

APPRENTICESHIP

Field consultants operating in Apprenticeship Field Offices are the government's primary contact with industry in apprenticeship and trade certification. This direct contact role ensures both employers and employees are counselled on apprenticeship training and journeyman certification in the 53 designated trades. While the field consultant's mandate involves ensuring application and enforcement of the Manpower Development Act, the emphasis is on developing positive relations to encourage the meeting of training and certification needs.

Field consultants provide full services to employers, journeymen and apprentices through 11 field offices. These offices are located in Bonnyville, Calgary, Edmonton, Fort McMurray, Grande Prairie, Hinton, Lethbridge, Medicine Hat, Peace River, Red Deer and Vermilion. Field offices provide ready access for both employers and employees through office visits or staff visits to the job site.

Over 64,000 individuals visited field offices or were visited by field staff in 1987-88. The purpose of these visits was to obtain information on apprenticeship and trade certification or express concerns related to the Manpower Development Act and the Trade Regulations. Field staff were also able to complete 18,736 shop registrations, with 1,432 being newly-established businesses.

Additional visits to some shops were required in response to various needs, including applica-

tions for pre-employment and other departmental programs, and responding to public complaints regarding possible violations of Manpower Development Act and Trade Regulations.

Committee and school liaison work completes the major activities of the field consultants. One hundred local Apprenticeship Committee meetings were held and 125 high school presentations made during 1987-88. The former activity is crucial as the local Apprenticeship Committees comprise the backbone of the official interaction between industry and government on apprenticeship matters. The presentation to young people focus on promoting the merits of a career in the trades. Besides presentations to high schools, school liaison activity also involved visits to ensure that the needs of instructors and apprentices attending technical training classes are met.

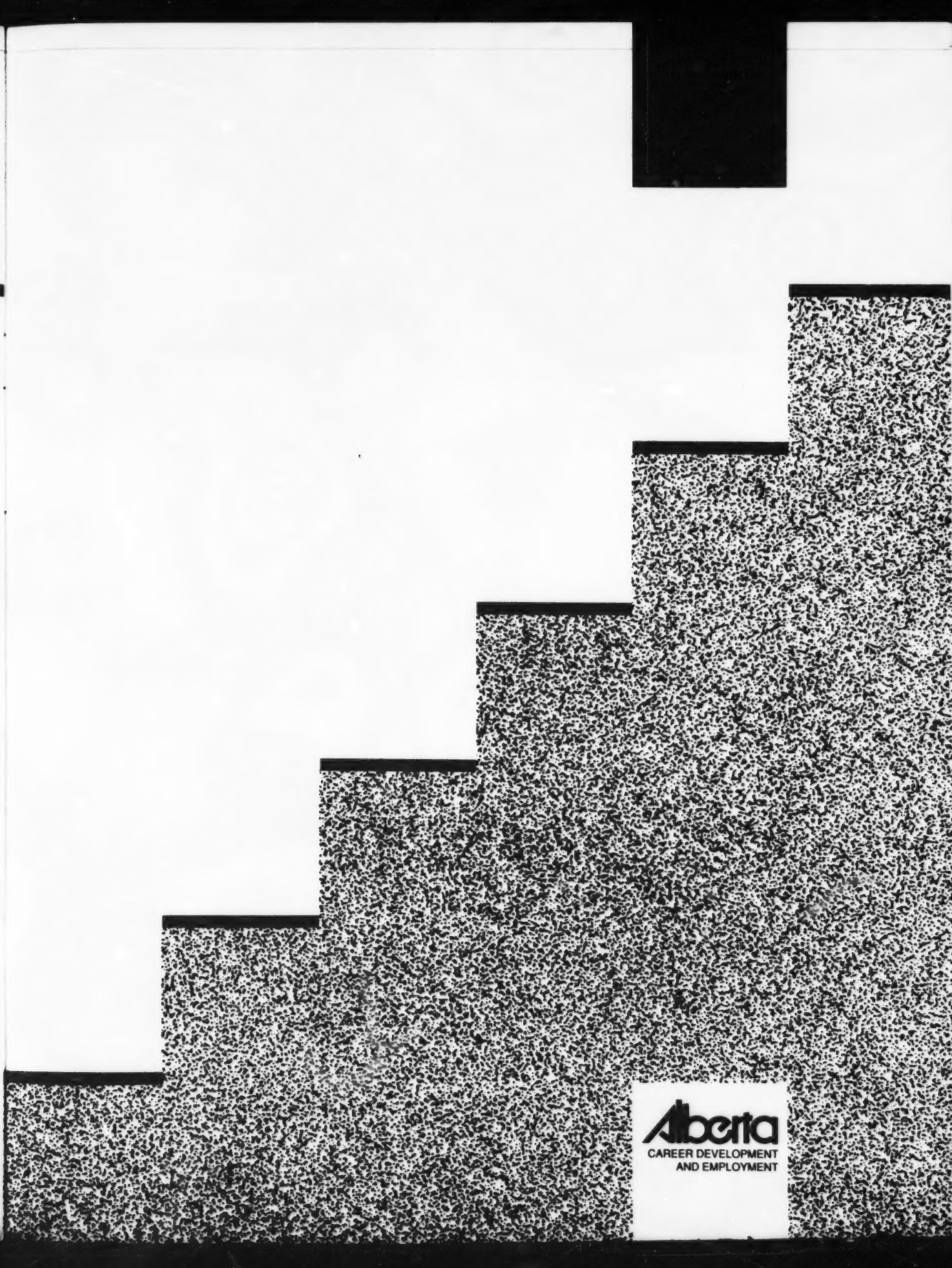
Apprenticeship is the most cost effective method of program delivery from the government's perspective. Industry pays the highest proportion of training dollars for each apprentice graduating. Greater emphasis is being placed on encouraging individuals to investigate the apprenticeship programs available and in servicing the needs of employers prepared to facilitate apprentices.

OPPORTUNITY CORPS

The purpose of the Opportunity Corps is to develop the employment-related skills of Albertans who are incapable, ineligible, or unable to gain employment or enter more formal training programs. While assisting trainees to develop employment-related skills, the Opportunity Corps also encourages the enhancement of proper work habits, self-confidence, and the ability to set career goals. It offers trainees the opportunity for personal growth and the chance for more positive relationships within their families, communities and working environment. In addition, the Corps also helps communities to carry out projects that benefit its residents. A broad range of Corps projects assist in the development of social and recreational services such as the construction or renovation of community facilities and the development of parks.

To develop these employment-related skills, a wide variety of program activities are undertaken. These include: work experience projects, life skills training, academic upgrading and short courses providing an exposure to a number of trades.

During the 1987-88 year, the Opportunity Corps operated in the communities of Slave Lake, Calling Lake, Janvier, Fort McMurray, Fort Chipewyan, Trout Lake, Peerless Lake, Wabasca/Desmarais, High Prairie, Peace River, Fort Vermilion, High Level, Ardmore, Lac La Biche and Rocky Mountain House. Approximately 650 trainees participated in the Corps during 1987-88.


Alberta
CAREER DEVELOPMENT
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APPENDIX

STATISTICAL APPENDIX
ALBERTA
CAREER DEVELOPMENT AND EMPLOYMENT
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11. Immigration and Settlement Publications 55

APPENDIX

TABLE 1

TRAINING PROGRAMS - 1987-88 EXPENDITURES AND ESTIMATED NUMBER OF TRAINEES FUNDED

Program	Expenditures	Estimated Number of Trainees
Alberta Training Program (ATP)	$11,831,846	11,811
Alberta Youth Employment and Training Program (AYETP)	$25,921,405	5,677
Totals	$37,753,251	17,488

TABLE 2

...ICES PROVIDED UNDER AVT/EAVT/VRDP - 1987-88

Institutions	Number of Students Admitted to Training			Number of Possible Student Days of Training		
	AVT	EAVT	VRDP	AVT	EAVT	VRDP
Technical Institutes	1,154	123	92	151,832	13,031	13,930
AVC's	10,021	–	190	935,685	–	10,006
Private Schools	584	12	36	51,337	1,103	2,365
Universities	–	–	13	–	–	10,229
Community Colleges	7,507	126	426	664,352	12,224	28,825
Agricultural Courses	16	–	–	720	–	–
Community Vocational Centres	1,020	–	–	111,437	–	–
School Boards	1,949	45	18	107,752	3,630	1,371
Out of Province	1	–	32	32	–	2,646
Others	6,365	30	59	676,846	4,653	2,784
Totals	28,617	336	866	2,699,993	34,641	72,156

APPENDIX

TABLE 3

PRIVATE VOCATIONAL SCHOOLS PROGRAM - 1987-88

Total Number of Schools	17
Estimated Number of Trainees	744
Total Training Expenditures	$1,965,185

TABLE 4

NATIONAL INSTITUTIONAL TRAINING PROGRAM 1987-88

Type of Training		Trainees
General Purchase		
Technical Institutions	349	
Alberta Vocational Centres	2,788	
Community Colleges	1,842	
Others	120	
	5,099	5,099
Apprenticeship		11,393
Private Trade Schools		898
Total		17,390

APPENDIX

TABLE 5

EMPLOYMENT PROGRAMS - 1987-88 EXPENDITURES AND POSITIONS FUNDED

Program	Expenditures	Positions Funded
Alberta Wage Subsidy Program (AWSP)	$26,527,468	11,496
Alberta Business and Community Development Program	$5,422,138	1,203
1987-88 Priority Employment Program (PEP)	$17,517,395	4,380
1987 Summer Temporary Employment Program (STEP)	$22,542,830	11,092
1987-88 Employment Alternatives Program (EAP)	$16,195,491	5,839
Employment Skills Program (ESP)	$3,466,715	634
Special Placement Work Experience Program (SPWEP)	$282,823	41
Alberta International Marketing and Employment Program (IMP)	$661,640	30
1987 Quebec/Alberta Exchange (QA)	$170,807	40
Total	$92,787,307	33,850

TABLE 6

Organization	Activity	Expenditures
Placement 45, Edmonton	Employment Placement	$104,147
Opportunity 45, Calgary	Employment Placement	$185,602
Access 45, Lethbridge	Employment Placement	$82,720
YMCA, Edmonton	Employment Placement	$189,815
Distinctive Employment Counselling Services, Edmonton	Employment Readiness	$169,552
Native Outreach Association	Employment Placement Promotion and Support	$777,051
Total		$1,508,887

APPENDIX

TABLE 7
IMMIGRATION PROGRAM

Business Immigration Visas Issued*	114
Investment Funds Available	$51,842,000
Proposed Job Creation/Retention	671
Immigration Enquiries	5,550

* Data based on calendar year 1987.

TABLE 8
SETTLEMENT PROGRAM

Operating Grants to Immigrant Aid Organizations		$1,227,340
Clients Served by Immigrant Aid Organizations (Eleven)		18,779
Volunteers' Contribution to Immigrant Aid Organizations	Hours	67,000

TABLE 9
ESL SECRETARIAT

Operating Grants to ESL Assessment and Referral Centres	$379,000
Clients Assessed and Referred	3,000

APPENDIX

TABLE 10

CAREER INFORMATION SERVICES PUBLICATIONS

The following publications were revised:

Career Information Catalogue

Kids and Careers

Learning at Home

Agriculture Occupational Profiles

Clerical Occupational Profiles

Health Occupational Profiles

Services Occupational Profiles and Social Services/Sciences Occupational Profiles

Reprinted were:

Adult Back to School Book

Easy to Read Career Planning Guide

Job Seekers' Handbook

Opening Doors

Opening Doors Leader's Guide

Changing Course Midstream

The School-Work Connection

Women at Work

Post-Secondary Education Programs

So You've Left School ... What Now?

Stay Ahead With A Good Attitude

Teaching Occupational Profiles and Oil and Gas Occupational Profiles

Discontinued were:

Alberta's Apprenticeship Programs

Let Your Fingers Do The Talking

So What's An Entrepreneur Anyway?

APPENDIX

TABLE 11

IMMIGRATION AND SETTLEMENT SERVICES PUBLICATION LIST

Settling in Alberta

Alberta – Getting the Facts...

Immigration to Alberta (Overview from 1983 to 1987)

Directory of Certification and Registration Bodies for Professionals and Occupations in Alberta

Immigrant Aid Organizations in Alberta Directory

Resource Centre Bibliography

Newcomers Guides

Alberta – Business Immigration Program

Proposal Outline

Investor Category: Specific Projects and Privately Administered Investment Syndicates

Guidelines for Alberta Organizers

Alberta News